COMBINED FEDERATED BATTLE LABORATORIES NETWORK (CFBLNet)

PUBLICATION 1
ANNEX A

TERMS OF REFERENCE

Version 5.0
December 2007

DOCUMENT CONTROL AND TRACKING METADATA

Security Classification	Unclassified
Access Status	Version 5.0
Usage Condition	Publicly Releasable

Scheme Type	CFBLNet Documentation Control and Tracking Scheme
Scheme Name	See Pub 1, Annex E, Appendix 2 – CFBLNet Version Labelling
Title Words	CFBLNet Pub 1 – Annex A, CFBLNet Terms of Reference

Function Descriptor	Terms of Reference
Activity Descriptor	Informational

Event Date	Agent Type	Agent Name	Agent Details	Event Type	Event Description
13 Dec 07	C-EG	Charles Tulaney	C-EG Chair	Review/Approve Sign	Publication 1, Annex A, Version 5.0

TABLE OF CONTENTS

CHAPTER 1 – INTRODUCTION

Purpose

101.   Annex A to the CFBLNet Pub 1 defines the Terms of Reference (TORs) of the various bodies and working groups that allow normal CFBLNet business to be conducted.

Authority

102.   The C-EG is the issuing authority for Annex A acting on behalf of the C-SSG. The provisions of this Annex provide the TORs for all participants in CFBLNet activities.

Document Structure

103.   Pub 1, Annex A has the following structure:
   a. Introduction
   b. TORs
   c. Multinational Security Accreditation Board

Rationale

104.   This document provides a means of understanding the functions and scope for each of the bodies involved in managing and providing the services which constitute the CFBLNet.

Scope

105.   Annex A covers the TORs for the C-SSG, the C-EG, the Secretariat and all the active Working Groups (DWG, IWG, NWG and SWG). It also provides information about the Multinational Security Accreditation Board to the extent required by CFBLNet participants.

Amendments

106.   Pub 1 Annex A may be amended when the C-EG determines that there is an identified requirement. The C-EG chair will propose the text of the amendment to the C-EG members for endorsement. Upon approval by the C-EG, the Secretariat will re-issue a new version of Annex A.

Effective Date

107.   The current version of CFBLNet Pub 1, Annex A is effective upon the latest approval by the C-EG.

CHAPTER 2 – Terms of Reference

CFBLNet Senior Steering Group (C-SSG)

201.   The C-SSG is a flag level group that provides overall direction for CFBLNet activities. There is one representative from each Principal Participant. The group meets as required, normally annually. The USA representative and Chair is from the Joint Staff J6 and represents the interest of all USA DoD organizations. The NATO representative is the General Manager of NC3A or his delegated representative and represents the interest of NATO (the organization) and the NATO nations. The CCEB representative is determined by the CCEB, but will not be from the USA who is separately represented. The CCEB C-SSG member represents the interests of AUS, CAN, NZL and GBR in the C-SSG and the organizational interests of the CCEB.

C-SSG Role

202.   The C-SSG provides the leadership and executive oversight on all CFBLNet matters. It reviews CFBLNet procedures, receives reports on CFBLNet activities, considers the general program of proposed Initiatives, and directs improvements to the CFBLNet. It directs the CFBLNet community to provide network capabilities and services to the participating national and international organizations, responding to their requirements.

C-SSG Accountability

203.   As the top-level international management organization, the C-SSG is not accountable to any other organization.

C-SSG Responsibilities

204.   Principal tasks include:

    a. Monitor and direct the work of the C-EG and the CFBLNet Secretariat in implementing agreed CFBLNet policies.
    b. Promote the visibility of the CFBLNet in appropriate national and international joint/single Service interoperability forums.
    c. Encourage CN/Os to influence their C4ISR Initiatives and projects to implement outcomes from CFBLNet Initiatives that have the potential to enhance coalition interoperability.
    d. Encourage CN/Os to influence their resource managers to ensure that adequate resources are assigned to support agreed CFBLNet activities.
    e. Resolve any dispute referred from the C-EG.

CFBLNet Executive Group (C-EG)

205.   The C-EG is the executive body that provides policy and decision-making on behalf of the C-SSG. There is one representative from each Principal Participant. The USA representative and C-EG Chair will be from the Joint Staff J6. The NATO representative will be from the

NC3A or as otherwise determined by NATO. The CCEB representative will be determined by the CCEB.

206.   The C-EG will conduct business "out-of-committee" and meet as required. They are primarily a staff level management group that is directly responsible for the determination of CFBLNet requirements and uses, and for the development of standards and procedures to satisfy combined C4ISR Initiative requirements.

C-EG Role

207.   The C-EG develops and oversees the implementation of policy and strategic planning needed to support the business of the CFBLNet. It develops and recommends to the C-SSG objectives and priorities for the following year, and provides leadership and direction to subordinate groups. It maintains the CFBLNet Strategic Plan, ensures the maintenance of Publications, and receives and actions reports from the subordinate groups on behalf of the C-SSG.

C-EG Accountability

208.   The Chair of the C-EG is responsible to the Chair of C-SSG for the progress of CFBLNet activities.

C-EG Responsibilities

209.   Principal tasks include:

   a. Develop and maintain the CFBLNet Strategic Plan.
   b. Review and approve CFBLNet Publication 1 biennially and review other relevant documents, ensuring their currency, content and accuracy.
   c. Monitor and guide activities of the working groups.
   d. Determine suitability, prioritize and approve proposed Initiatives, on the advice of the WGs.
   e. Promote coordination of activities between the CFBLNet and other combined/single Service and international organizations.
   f. Coordinate the preparation, agreement and timely submission of an annual C-EG report to the C-SSG including proposed objectives and priorities for the forthcoming year.
   g. Monitor national and international C4ISR interoperability trends and developments to identify issues that have potential implications for interoperability among CN/Os, referring significant matters to the C-SSG for discussion.
   h. Resolve any dispute presented by the Secretariat. If necessary, a dispute may be referred to the C-SSG for resolution.
   i. The C-EG Chair is the Editor of CFBLNet Pub 1 Main Body and Annex A.

CFBLNet Secretariat

210.   The CFBLNet Secretariat supports management of CFBLNet activities.

Secretariat Role

211.   The Secretariat coordinates and supports the day-to-day activities of CFBLNet matters on behalf of the C-SSG and C-EG. It acts as a central point for the coordination of routine management activities, Initiatives, resources, reports and documentation for CFBLNet matters.

Secretariat Accountability

212.   The CFBLNet Secretariat is responsible to the Chair of the C-EG for the performance of principal tasks associated with conduct and progress of CFBLNet business.

Secretariat Responsibilities

213.   Tasks include:

a. Preparation and promulgation of all Secretariat business, in accordance with CFBLNet procedures.
b. Liaise with DISA and relevant national agencies for the delivery of mutually agreed quality of service and network management of the CFBLNet.
c. Coordinate the preparation, agreement and timely submission of Secretariat reports to the C-EG.
d. Coordinate Secretariat representation at WG meetings to monitor and when necessary provide guidance to enable WGs to conform to the C-SSG and C-EG decisions and direction.
e. Facilitate Secretariat discussion of national and international interoperability trends and developments to identify issues that have potential implications for interoperability among CN/Os, referring significant matters to the C-EG as required.
f. Attend and coordinate all C-SSG meetings, C-EG meetings and CFBLNet Management Meetings (CMMs) to include the preparation of Minutes and the production of draft agendas and other required documents.
g. Publish, distribute and maintain a master copy of all CFBLNet Publications.
h. Maintain and manage the CFBLNet Web site(s) and designated collaboration workspaces.
i. Maintain and regularly distribute a current contact list of all CFBLNet participants.
j. Coordinate the progress of all CFBLNet items to ensure their timely completion.
k. Maintain official records within the CFBLNet organization.
l. Seek out and recommend improvements to the CFBLNet administrative process.
m. Provide a library and reference centre for CFBLNet related information.

Charter Nation/Organisation (CN/O) Lead Representative (CLR)

214. The CLR facilitates the participation of the CN/O in CFBLNet. Membership to the CLR community is open to CLRs from all CN/Os. The CLR community consists of the CLRs of all CN/Os.

CLR Role

215. To support the CFBLNet vision within the CFBLNet community; and to be the coordinator between CFBLNet Management and Nations/Organizations.

216. There is a Lead CN/O for every Initiative. The CLR of the Lead CN/O automatically becomes the Initiative Lead CLR.

CLR Accountability

217. The CLR is accountable to their CN/O. Each CN/O will nominate one CLR who acts as single and central POC for the coordination of all CFBLNet matters and activities of the CN/O.

CLR Responsibilities

218. The responsibilities of the CLR include:

   a. Nationally promote the CFBLNet vision and the functionalities CFBLNet is offering, so nations can easily take part in multinational trials, tests and experimentation on CFBLNet.
   b. Initiative Lead CLR with support from Participating CLRs to determine and schedule, together with WGs and Secretariat, the most effective means of coordinating the Initiative details to the CFBLNet community throughout the Initiative life cycle. The Initiative Lead CLR receives information and status updates from the Initiative Lead and disseminates to the CFBLNet community
   c. Initiative Lead CLR with support from Participating CLR to assist in all matters concerning CIIP preparation, further staffing of CIIP and providing Initiative information including national accreditation status and Initiative reports according to Pub 1 Annex B
   d. Arrange sufficient national attendance in CMMs and WG meetings to maintain continuity of knowledge and expertise. Attending personnel in CMMs and WG meetings should have appropriate national equipment for active participation and information sharing (for example laptop, wireless LAN adapter, Groove license).
   e. Host CMMs as appropriate, alternating between USA, CCEB and NATO nations.
   f. Nominating CFBLNet sites.
   g. Provide to the Secretariat the national/organisational access and privileges list for Groove.
   h. Depending on their national involvement in an Initiative the CLRs will resolve any arising dispute among Initiative participants and the CFBLNet community.

     i.   Provide explicit endorsement when SN/Os are involved in an Initiative (Annex B refers).

     j.   Be the default initial POC for any working groups.

Documentation Working Group (DWG)

219.   The DWG is the CFBLNet sub-organization which manages the process of creating, developing and changing CFBLNet policy and guidance documentation, throughout the whole of the documents life cycle.

220.   Membership of the DWG is open to the CN/Os. The CLR or his/her designated representative will staff the DWG. Representation is normally provided by the CLR.

DWG Role

221.   The role of the DWG is to manage the production of CFBLNet documentation.

DWG Accountability

222.   The DWG is accountable to the C-EG.

DWG Working Method

223.   The DWG follows the working method described in Pub 1 Main Body Chapter 4.

224.   The DWG's concern during each meeting will include:

     a.   Review past activities since the last CMM/the last conference;
     b.   Review the status of CFBLNet controlled documents;
     c.   Review outstanding actions;
     d.   Confirm the status of all CFBLNet documents;
     e.   Provide responses to requests for guidance; and
     f.   Discuss documentation process management, new document proposals and scope, documentation changes and other business as required.

DWG Responsibilities

225.   The DWG will:

     a.   Provide advice to the CFBLNet community for the preparation of CFBLNet policy and guidance documentation.
     b.   Define the structure and scope of newly requested CFBLNet policy and guidance documents.
     c.   Administer existing CFBLNet policy and guidance documentation.
     d.   Define document management processes.
     e.   Assign documentation responsibilities.

    f.   Administer the development, and change of CFBLNet policy and guidance documentation.

    g.   Coordinate the biennial and/or event driven review of CFBLNet Pub 1.

    h.   Ensure CFBLNet documentation is consistent, complete and correct for presentation to the C-EG for authorisation and endorsement.

    i.   The DWG Chair is the Editor of the CFBLNet Pub 1 and non-Pub 1 documents.

Initiatives Working Group (IWG)

226.   The IWG is the CFBLNet sub-organization by which the process of running Initiatives on CFBLNet enclaves is steered, throughout the whole process from the initial submission, the Initiative organization, its execution and the final reporting.

227.   Membership of the IWG is open to the CN/Os. The CLR or his/her designated representative will staff the IWG. Representation is normally provided by the CLR.

IWG Role

228.   The role of the IWG is the provision and formulation of advice and assistance to the C-SSG, the C-EG and individual Initiative sponsors. The IWG through its chair is instrumental in the Initiative Approval Process, by staffing the CIIP in accordance with Annex B.

IWG Accountability

229.   The IWG is accountable to the C-EG.

IWG Working Method

230.   The IWG follows the working method described in Pub 1 Main Body Chapter 4.

231.   The IWGs concern during routine dialogue and each meeting will include:

    a.   Confirm the maturity of Initiative(s) iaw CIIPs process step 3;

    b.   Confirm the status of the Initiatives Matrix;

    c.   Review past activities since the last CMM/the last conference;

    d.   Review outstanding actions;

    e.   Confirm the status of Annex B and the CIIP template, together with updates;

    f.   Provide responses to requests for guidance;

    g.   Discuss new Initiative proposals and business.

IWG Responsibilities

232.   These encompass:

    a.   To determine the maturity of an Initiative CIIP at step 3 of the Initiative Approval Process with the CLR community involved;

b. The IWG Chair in conjunction with the Secretariat will monitor and maintain the Initiatives Matrix, usually by weekly teleconferences;

c. To meet and resolve IWG actions;

d. Make recommendations for the improvement of the Initiative processing.

e. The IWG Chair is the Editor of CFBLNet Pub 1 Annex B and its associated CIIP template.

Network Working Group (NWG)

233.   The NWG is the CFBLNet sub-organization by which centralized network engineering and system operations are coordinated in order to support the execution of Initiatives on the CFBLNet. The NWG develops guidance provided to those engineers and technicians who render technical support for connectivity over the CFBLNet.

234.   Membership of the NWG is open to the CN/Os. The CLR or his/her designated representative will staff the NWG. Representation is normally provided by networking and network services subject matter experts. Additional experts from the CN/Os or Initiative Participant will support the members of the NWG as appropriate.

NWG Role

235.   The NWG supports implementation of Initiatives on the CFBLNet. It sets guidelines and provides technical advice to the C-EG with regard to proposed CFBLNet Initiatives and technical management.

NWG Accountability

236.   The NWG is accountable to the C-EG.

NWG Working Method

237.   The NWG follows the working method described in Pub 1 Main Body Chapter 4.

238.   The agenda of each meeting will normally include the following items:

a. Review past activities since the last CMM;
b. Review outstanding actions;
c. Confirm the status of Annex D;
d. Provide responses to requests for guidance;
e. Confirm the status of CFBLNet network operations;
f. Confirm the status of CFBLNet network services;
g. Review network support requirements of proposed Initiatives; and
h. Discuss new proposals and business.

NWG Responsibilities

239.   The NWG is responsible for:

    a. The generation and maintenance of required network and system policy documentation for the operation of the CFBLNet (Annex D).
    b. Providing guidance in line with the policies and procedures adopted by CFBLNet Pub 1, as and when requested.
    c. The NWG Chair is the Editor of CFBLNet Pub 1 Annex D. This responsibility can be delegated to a member of the NWG.

Security Working Group (SWG)

240.   The SWG is the CFBLNet sub-organization where security and information assurance issues for the CFBLNet are coordinated in order to support the execution of Initiatives on the CFBLNet.

241.   Membership of the NWG is open to the CN/Os. The CLR or his/her designated representative will staff the NWG. Representation is normally provided by MSAB members, NAAs or their designated representatives. Additional personnel expertise from the CN/Os or Initiative Participant will support the members of the SWG as appropriate. A Subject Matter Expert may also be invited by the CLR.

SWG Role

242.   The role of the SWG is to provide advice and assistance to the C-SSG, C-EG, CFBLNet sites and individual Initiative Sponsors.

SWG Accountability

243.   The SWG is accountable to the C-EG.

SWG Working Method

244.   The IWG follows the working method described in Pub 1 Main Body Chapter 4.

245.   The agenda of each meeting will normally include the following items:

    a.   Review past activities since the last CMM / conference call;
    b.   Review outstanding actions;
    c.   Confirm the status of Annex C;
    d.   Provide responses to requests for guidance;
    e.   Review security aspects of proposed Initiatives; and
    f.   Discuss new proposals and business.

<u>SWG Responsibilities</u>

246.   The SWG is responsible for:

    a. Providing security advice and policy for the use of the CFBLNet to ensure it meets the minimum requirements of the individual nations/organizations;

    b. Liaising with the MSAB and NAAs on security issues related to Initiatives;

    c. Informing Initiatives on problem areas and facilitate solutions;

    d. Generating and maintaining the Security and Information Assurance Strategy of the CFBLNet (Annex C).

    e. Reviewing the Initiatives' CIIP and providing comments to the IWG.

    f. Coordinating with nations/organisations on security solutions and policies within coalition environments

    g. Recommending minimum standards for cryptographic solutions for passing of data securely between nations/orgs;

    h. Advise the C-EG on security issues that will impact the execution of Initiatives;

    i. Interact with other CFBLNet Working Groups on security issues for resolution.

CHAPTER 3 – Multinational Security Accreditation Board (MSAB)

301.   The Multinational Security Accreditation Board (MSAB) is a multinational body that exists to facilitate and endorse the security accreditation of interconnected information systems established between two or more of the AUSCANNZUKUS nations and NATO. The MSAB provides a process of mutual recognition of security accreditation to ensure a holistic approach to the security of coalition information including those networks and enclaves established under the auspices of the CFBLNet.

302.   Prior to conducting any Initiative, MSAB security accreditation and certification is to be completed.

303.   Accreditation requirements including TORs for the MSAB can be found in ACP 122 "Information Assurance for Allied Communications and Information Systems" which can be found at: http://www.jcs.mil/j6/cceb/acps